

SECTION 6		HAZARDOUS MATERIALS BUSINESS PLAN
Has a Hazardous Materials Business Plan (HMBP) been established and implemented at the shop?	<input type="checkbox"/> YES <input type="checkbox"/> NO	COMMENTS: _____ _____ _____
<p>You are required to prepare a Hazardous Materials Business Plan if you use, handle, or store a hazardous material or an extremely hazardous materials in quantities equal or greater than the following:</p> <ul style="list-style-type: none"> ▪ 55 pounds of a solid; 55 gallons of a liquid; ▪ 200 cubic feet of a compressed gas; ▪ a hazardous toxic compressed gas in any amount; ▪ or hazardous waste (to meet the requirements for emergency contingency plans if you are a large quantity generator). <p>The HMBP will contain basic information on the location, type, quantity and health risk of hazardous materials stored, used, or disposed of in your shop. It will provide emergency responders useful information if they have to visit your site in the case of fire or any other emergency. Keep a complete copy of the HMBP onsite; it is required under State law.</p>		
Has the HMBP been amended to reflect changes?	<input type="checkbox"/> YES <input type="checkbox"/> NO	COMMENTS: _____ _____ _____
<p>HMBPs must be updated to reflect changes in the storage/management of hazardous materials at your shop. The business must recertify the HMBP annually by submitting a Certification Statement. Revisions to the inventory, site map, or emergency contacts must be submitted with the annual Certification Statement. HMBPs must be amended within 30 days when there are changes in the type, amount, storage, or use of hazardous materials that could affect an emergency response, or when there are changes in business name, ownership, or address.</p>		
Has the HMBP been submitted to HMD?	<input type="checkbox"/> YES <input type="checkbox"/> NO	COMMENTS: _____ _____ _____
<p>For new plans, a complete HMBP must be submitted to the HMD. For updates, only submit changes to the HMBP along with the annual Certification Statement. A complete HMBP includes the items to be submitted to the HMD and an Emergency Response Plan and Employee Training Plan. The HMD requires a business that handles hazardous materials to submit the hazardous materials inventory, a list of emergency contacts, and a site plan, in lieu of a complete Hazardous Materials Business Plan (HMBP), only after the initial submittal of a complete HMBP. The business must certify that a complete HMBP has been prepared and is maintained at the site where the hazardous materials are stored. The business must also annually certify that the HMBP is current and maintained on site. When reviewing HMBP, if any part of the plan is found to be deficient, it must be updated within 30 days.</p>		
Are emergency contacts current?	<input type="checkbox"/> YES <input type="checkbox"/> NO	COMMENTS: _____ _____ _____
<p>Keep the names of emergency contacts current. The emergency contact is a business representative that can be contacted in case of emergency involving hazardous materials at the business site. The contact shall have FULL facility access, be familiar with the site, and have the authority to make decisions for the business regarding incident mitigation.</p>		

Chapter 18

Self-Audit Checklist

Is the inventory of hazardous materials current?

☐ YES

☐ NO

COMMENTS: _____

If the inventory of hazardous materials changes, it must be updated within 30 days. Update inventory for any of the following:

- A 100% increase in quantity of a hazardous materials provided on the inventory.
- Handling of a discloseable quantity of a material that did not meet the quantity reporting threshold (reporting thresholds are 55 gallons, 500 pounds, or 200 cubic feet of a compressed gas).
- Any change in the storage, location, or use of hazardous materials that could affect an emergency response.

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- A 100% increase in quantity of a hazardous materials provided on the inventory
- Handling of a discloseable quantity of a material that did not meet the quantity reporting threshold (reporting thresholds are 55 gallons, 500 pounds, or 200 cubic feet of a compressed gas)
- Any change in the storage, location or use of hazardous materials that could affect an emergency response.

Are highly toxic gases (TLV_≤10 ppm) disclosed in the inventory?

☐ YES

☐ NO

COMMENTS: _____

List all toxic gases such as chlorine, ammonia, etc. in any amount.

Was the annual carcinogen & reproductive toxin list submitted to HMD?

☐ YES

☐ NO

COMMENTS: _____

This list must be updated annually.

Is the site map current and does it show all required information?

☐ YES

☐ NO

COMMENTS: _____

Use only the standardized site map symbols and the standardized hazard category symbols found in the Hazardous Materials Business Plan handout. Maps are not required to be drawn to scale. Include all applicable site map symbols on site map. Use the standardized hazard category symbols to identify the location of hazardous materials stored in inventory quantities and hazardous waste stored within your facility. Use material safety data sheets to determine the appropriate hazard class for your hazardous materials and hazardous wastes you handle at your shop.

Chapter 18

Self-Audit Checklist

Are releases or threatened releases reported, as required?

☐ YES

☐ NO

COMMENTS: _____

All significant releases or threatened releases of a hazardous material require emergency notification to government agencies. In California, any employee, authorized representative, agent or designees of handlers shall, upon discovery, immediately report any release or threatened release of hazardous materials. Notification must be given to the local Emergency Response Agency **9-1-1** or the local Fire Department, as well as to the Hazardous Materials Division (HMD **619-338-2222**) if different from the local Fire Department; and the Governor's Office of Emergency Services Warning Center **1-800-852-7550**

Is employee training conducted and are records kept available for review?

☐ YES

☐ NO

COMMENTS: _____

Your employee-training program must take in account the type of work and the level of responsibility of your employees. The training program should be appropriate to the size of your business and the type of hazardous materials handled at your shop. Training should include these topics:

- Methods for safe handling of hazardous materials
- Familiarity with the Emergency Response Plan and procedures
- Coordination with emergency response organizations
- Use of emergency response equipment